



**City of Berkeley, Missouri**  
**City Council Meeting**  
**Special Meeting**  
June 13, 2017  
Minutes

Mayor Hoskins called the special meeting to order and requested the reading of the notice at 6:00 pm.

**Special Meeting Notice**

Notice is hereby given that the City Council of the City of Berkeley, Missouri shall hold a Special Meeting in the Council Chambers, located at 8425 Airport Road, with a vote to go into closed session on Tuesday, June 13, 2017 at 06:00 pm. The meeting is called for the following purpose(s):

1. Budget Workshop – To include, but not limited to the Finance Department Budgets
2. Bill #4547 – An Ordinance of the City of Berkeley, MO, Authorizing the Mayor to Enter into and Execute the Attached Administrative Services Agreement with BeneFlex HR Resources Inc. (Council) – 2<sup>nd</sup> & 3<sup>rd</sup> Reading
3. Closed Session
  - a. Litigation RSMo. 610.021 (1)
  - b. Real Estate RSMo. 610.021 (2)
  - c. Personnel RSMo. 610.021 (3)

**Roll Call:**

Councilwoman Mitchell (W1) present      Councilwoman Williams (W2) present  
Councilwoman Hoskins (W3) present by phone      Councilwoman Mathison (W4) present  
Councilwoman Kirkland (W5) present      Councilman-at-Large McDaniel present  
Mayor Hoskins present      Quorum established at this open meeting.  
Finance Director King, City Accountant Smith and City Clerk Jones were in attendance.

**Bill #4547 – An Ordinance of the City of Berkeley, MO, Authorizing the Mayor to Enter into and Execute the Attached Administrative Services Agreement with BeneFlex HR Resources Inc. (Council) – 2<sup>nd</sup> & 3<sup>rd</sup> Reading (Ordinance #4389)**

Councilwoman Mathison moved, Councilwoman Kirkland seconded, and the motion carried for the 2<sup>nd</sup> reading of Bill #4547, by title only. Councilwoman Mathison moved and Councilwoman Williams seconded the motion for the 3<sup>rd</sup> reading, by title only, and adoption of Bill #4547. Roll Call: Mayor-Aye, Hoskins-Present, Kirkland-Aye, Mathison-Aye, McDaniel-Aye, Mitchell-Aye, and Williams-Aye (Aye-6) motion passed.

The following is a summary of the discussion during the budget workshop:

- The Council will receive monthly financial reports.
- Different positions in the finance department and the job duties. (Current & Vacant)
- Job Description for the Licensing Clerk
- Requirements to receive overtime pay.
- Review bank contract especially in reference to fees.
- Verify new employees' salaries that will fill vacant positions.
- Verify with the auditors the rules on encompassing funds from one budget to the next for salt dome and demolition.
- Adjust items in the capital improvement fund.
- Verify cost to repaving Firehouse 2 parking lot.
- Verify Park & Rec office address.
- Clarify information about Pickup Truck & Plow/Spreader.
- Produce a balanced budget.
- Determine when salary adjustments will go into effect.

